

# U.S. Court of Appeals for Veterans Claims

## CM/ECF (Electronic Case Filing System) Checklist

*As of October, 2007*

### PDF Document Considerations

- Do not scan documents created in any word processing application such as Word Perfect or Microsoft Word. Instead convert/print them into native PDF Format.
- PDF Documents must continue to follow the guidelines and rules contained in Rule 32 – Form of Briefs, Appendices, and Other Papers and Rule 39 – Attorney Fees and Expenses.
- PDF Documents must have all pages in order and right side up with no missing pages and formatted.
- All EAJA pleadings, motions, and briefs must be a separate document.

### E-Filing Document Preparation Considerations

- Personal Information such as Social Security Numbers or C File Numbers may not be included in documents and must be **redacted** in scanned documents.
- Documents should be named in accordance with the Court's published approved naming convention for each filing and/or event listing.
- The signature line must contain the /s/ with the attorney's typed name after it to be accepted as an electronic signature.
- Documents should contain the correct case number.

### Additional E-Filing Considerations

- Verify that the correct case number and party caption information is correct before docketing events for each case.
- The signature line for the attorney in the current document must match the username logged into the CM/ECF Application and who is E-Filing the document.
- To complete a change of address notice, the CM/ECF user must update their information utilizing the Attorney Form which will be located on the E-Filing web page.

 Keep Checking Back – This Checklist Will Continue to Grow!